



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 19, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 20, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, February 2, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Aggregate Area Supervisor
Region 1/District 1/Materials
Office of Highways Project Implementation
Schaumburg

Attachments
41580

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 2, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary: \$4,695 - \$6,735*

Position Title: Aggregate Area Supervisor

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-51-704-70-01

IPR#: 41580

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Materials/201 W Center Court,
Schaumburg IL

Description Of Duties:

This position is accountable for supervising the activities within a designated geographical area in the district to ensure all aggregate produced by a source meet the requirements of the Illinois Department of Transportation, and are of good quality and specified gradation and produced in accordance with Aggregate Gradation Control System, Standard Specifications and applicable special provisions.

Special Qualifications:

Required:

- A valid driver's license
- Successful completion of the 5-day AGCS class
- Successful completion of the IDOT QC/QA HMA Level I and Level II, and QC/QA PCC Level I and Level II classes
- Extensive travel; night work; and overtime
- Ability to lift 40-50 pound samples

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program. Knowledge, skill, and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be in highway construction engineering
- Working knowledge of the department's AGCS program
- Ability to solve conflicts with outside producers
- Strong oral and written communication skills

Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	September 2015	POSITION:	Aggregate Area Supervisor
APPROVED BY:	<u>Abdul Dahhan</u>	OFFICE/DIVISION:	Highways/District One/Bureau of Materials
CODE:	PW014-23-51-704-70-01	REPORTS TO:	District Aggregate Supervisor

Position Purpose

This position is accountable for supervising the activities within a designated geographical area in the District to ensure that all aggregate produced by a source meet the requirements of the Illinois Department of Transportation. The aggregate produced are of good quality and specified gradation and also produced in accordance with Aggregate Gradation Control System, Standard Specifications, and Special Provisions.

Dimensions

Subordinate Personnel	2 Permanent; 2 Seasonal; 1-3 Consultant Personnel
Dollar Value of Annual Program-	\$10-\$50 Million
Number of Aggregate Producers	5-50

Nature and Scope

This position reports to the District Aggregate Supervisor as do four other Aggregate Area Supervisors. Reporting to this position are two permanent Aggregate Technicians and two seasonal Aggregate Technicians.

The fact that almost every type of natural, recycled and manufactured aggregate used in Illinois Highway construction is produced with District One provides this position with unique challenges. A thorough knowledge of specifications pertaining to all the various aggregates produced is required. Due to the large number and variations of facilities from older, manual plants to modern, automated plants, the incumbent must have the knowledge and experience necessary to inspect these locations to assure proper operation, production and approval.

Typical problems encountered in the positions include: interpreting specifications and policies for various agencies as they pertain to aggregate products; obtaining uniformity in testing, reporting, stockpiling procedures and other pertinent matters within a designated geographical area; eliminating deceptive practices to ensure that material samples are representative of the source or of the material sent to a particular site; interpreting specifications and policies as they pertain to aggregate products including conformance to the Aggregate Gradation Control System (AGCS) program. The greatest challenge to this position is sustaining effective working relationships with producers to ensure proper procedures are used in obtaining quality end products.

The incumbent personally interprets specifications and policies as they pertain to aggregate products and production; accepts or rejects material; evaluates contracts to ascertain whether the proper material is being supplied; is familiar with the Department's QC/QA, and AGCS program and how it relates to aggregate production; studies geological formations to help determine quality of product obtained; provides on-the-job training to subordinate personnel; reviews all reports on aggregate tests and inspections for completeness and accuracy; as submitted by the producers reviews quality test results and notifies producers of material status; inspects products and materials at local producers or suppliers as required.

Finally, the incumbent is responsible for implementing not only the Illinois Department of Transportation's "Manual for Aggregate Inspection" but also the Department's Aggregate Gradation Control System. This program shall apply to all sources that supply aggregate to projects awarded under the jurisdiction of the Department and its QC/QA program. All

proportioned aggregate shipped for use in these projects shall be from an AGCS certified source. This position will monitor the AGCS program, guide its implementation throughout the area and assist producers under the incumbent's jurisdiction to assure uniform compliance.

The incumbent accomplishes accountabilities through the following personnel:

Aggregate Technicians (permanent)

Accountable for inspecting aggregate material and aggregate sources and monitoring plant operation to ensure that the aggregate produced meets the specification required for each individual project.

Aggregate Technician (Seasonal) + Aggregate Technician (consultant)

Accountable for assisting in the collection, processing, and monitoring of aggregate samples for use in IDOT Projects.

The incumbent operates within the guidelines of the Standard Specifications for Road and Bridge Construction and the special provisions for each job and is expected to provide accurate interpretations of these specifications when needed in the field.

This position has daily contacts with the following: Bureau of Materials for notification and documentation of material status; the Bureau of Construction and their resident engineers to help determine product acceptability for incorporation in Department projects; producers for ensuring understanding of guidelines governing conditions of material acceptability and resolution of production-related problems. Extensive travel and the ability to drive a motor vehicle within the geographical area of responsibility are required of the incumbent to monitor and sample various operations at different plant sites. The incumbent must be able to lift 40-50 pound samples as needed. The effectiveness of this position can be measured by the attainment of specified, quality and non-quality aggregate material delivered for use in numerous IDOT improvement projects within the constraints of allotted time and manpower.

Principal Accountabilities

1. Minimize production of marginal or unacceptable material by overseeing manufacturing procedures to assure compliance with approved standards in the AGCS programs.
2. Maintain effective working relationship with material producers to ensure that only proper quality material is delivered to job sites.
3. Motivate and evaluate subordinates to ensure a self motivated and competent staff who comply with all Departmental requirements including aggregate proportioning and required safety rules and regulations.
4. Observe and verify compliance of aggregate producers with the Department's AGCS program as well as the Manual for Aggregate Inspection.
5. Be knowledgeable of the requirements for materials produced by local suppliers so required inspections and sampling can be conducted professionally and accurately.
6. Be accountable for inspecting aggregate material and aggregate sources and monitoring plant operation to ensure that the aggregate produced meets the specifications required for each individual project.
7. Be knowledgeable in the production and sampling of recycled concrete and slag aggregates and requirements of acceptance virgin and processed materials.
8. Obtain any needed certification and perform the required inspections on new products and raw feed as required within the specifications, such as the Reclaimed Asphalt Shingles (RAS) is one such product.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.